



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

ARNOLD SCHWARZENEGGER, Governor

WAYNE STRUMPFER, Acting California Corporations Commissioner

SUNNE WRIGHT MCPEAK, Agency Secretary

Release Date November 17, 2005

CLASSIFICATION: **ACCOUNTING TECHNICIAN**
1 Position – Permanent/Full Time

FINAL FILING DATE: **November 30, 2005**

SALARY: \$2465 - \$2998

POSITION LOCATION: OMB, Accounting Office, 1515 K Street, Sacramento

DUTIES AND RESPONSIBILITIES

Under the direction and supervision of the Accounting Officer (Supervisor), this position is responsible for performing the following duties: analyze, code and prepare all daily deposit documents for entry into the CalStars system; key all deposit transactions into CalStars per correct revenue, reimbursement and abatement coding; review and analyze CalStars reports for preparing remittance advises for deposits to the State Treasurer's Office; reconcile and maintain uncleared collections, which includes reviewing and analyzing all associated documentation to support refunds or transfers between general ledger accounts; print claims schedules and remittance advices; process and distribute refunds, revolving fund and general cash checks; maintain accounting's staff attendance records; generate letters to employees for payment of jury duty fees to the department; set up jury duty accounts receivable in CalStars; organize files and archives of prior years accounting documents; establish and maintain logs; back-up cashier as necessary.

DESIRABLE QUALIFICATIONS

- ◆ Ability to adjust to shifting priorities and meet deadlines.
- ◆ Ability to work independently.
- ◆ Service oriented with strong interpersonal skills (able to work well with staff at all levels).
- ◆ Must provide courteous and reliable service.
- ◆ Dependable with good attendance record.
- ◆ Willingness to work overtime.
- ◆ Good communication skills.
- ◆ Familiarity with PC (Excel, Word, CalStars)

WHO MAY APPLY—EMPLOYEES CURRENTLY AT THE ACCOUNTING TECHNICIAN LEVEL, THOSE WITHIN TRANSFER RANGE OR WHO HAVE LIST ELIGIBILITY WHO ARE REACHABLE (IN TOP THREE RANKS), AND STATE EMPLOYEES WITH SURPLUS OR SROA STATUS IN THIS CLASSIFICATION ARE ENCOURAGED TO APPLY. For further technical information regarding the position, please contact Rachael Shockey at (916) 322-1084 or CALNET 8-492-1084. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate **RPA#05-OMB0014** under the job title).

SUBMIT APPLICATION AND RESUME TO: Department of Corporations
Human Resources Office
Attention: Kiley Hanchen (#05-OMB0014)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 327-8914 or CALNET 8-467-8914

RPA#05-OMB0014 ca

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.